Personal Property Management

USDA, APHIS, MRPBS, ASD, Minneapolis, MN

Property & Fleet Contacts

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Jim Norrix (612)336-3228 Fleet Manager

Inez J. De Coteau (612)336-3217 Western Region Property Management Specialist

Archie Crandall (612)336-3216 Eastern Region Property Management Specialist

Timothy Rook (202)690-0054 Aircraft Specialist

Michael Hancock (202)720-4362 Property Management Analyst

Raymond Witcher (612)336-3419 Property Technician

Wesley Barnes (612)336-3402 Property Clerk (School Intern)

PROPERTY TRACKED

Single item acquisition cost of $5,000 $24,999.00

   Accountable   BOC 3150's

Single item acquisition cost of $25,000.00

   Capitalized BOC's 3110, 3120, 3130, 3160

Sensitive Property

   BOC 3141 Items easily stolen

   firearms, laptops, radio equipment

   Refer to Dept. BOC quick guide

Systems to track Property

Property Management System PMIS

Existing system PROP

Corporate Property Automated Information System

New System CPAIS expected to implement by FY 2110

CPAIS

- Tracks and Manages USDA owned personal property
- Commercially leased vehicles
- Serve as the Subsidiary ledger for USDA owned personal property
- The primary inventory reporting and portfolio management tool

CPAIS (cont.)

CPAIS will not include a provision for reporting excess property other than to record the acquisition of the change of status and the disposition of excess property. AAMS - Agency Automated Management System is used now.

Agency Automated Management System AAMS

- Internet access to GSAXcess
- Establishing Agency Program Users
- Reporting Excess for USDA Internal Screening 15 days
- GSAXcess Federal Community 21 days
- GSA Sale or back to Agency

Suspense Report

Report of property that has been receipted and paid we now must assign to an inventory.

- Report ran weekly
- 30, 60, & 90 day notifications
- Green Light Property Management Initiative

Importance of correct Budget Object Code

PROP is driven by BOC's

Property Receipt Form

Accountable Officer name

Accountable Officer #

Purchase order #

Description

Manufacturer

Model #

Serial #

E-mail this form and a copy of the purchase order to raymond.witcher@aphis.usda.gov

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Physical Inventories

Conducted annually

Mike Hancock Washington DC

Will send out to your offices

You send it back to Mike Hancock

Property Disposal

Re-utilization email us your AD112

AAMS Automated Agency Management System USDA

GSAXcess Federal Community, State Agencies for Surplus who support non profits in the State

Exchange/Sale

Donation

Computers For Learning (CFL)

Abandonment and Destruction

Property Disposal Sales

GSA Sales is the only sale program available now to USDA

Proceeds applied to accounting of new purchase or funds set aside in Budget Clearing for up to 2 years.

You have the current fiscal year and the following fiscal year to use the proceeds.

Property Disposal Exchange/Sale

Vehicles

Sale Exchange on new vehicle procurements

SF126

GSA Attachment

Photos JPEG format

Equipment

Sale Exchange with vendor

Complete AD107 as sale agreement with vendor as Purchaser

List item to be exchanged and discount received

Provide document number of new purchase

Donation

GSAxcess with AAMS.

State Surplus Agencies

Note: that non profits go through their State Surplus Agencies to receive donations through the GSAXcess program.

Agency Cooperative Agreements or Memorandums of Understanding for States & other Federal Cooperators

Donation (computers only)

EO 12999

Public, private, parochial (not churches), and home schools serving pre-kindergarten thru 12th grade students

www.computers.fed.gov

Donations
Stevenson Wydler Act

The authority for transfers under <u>Computers for Learning</u> is the Stevenson-Wydler Technology Innovation Act of 1980, as amended (15 U.S.C. 3710(i)). This act authorizes federal agencies to transfer excess education-related federal equipment to educational institutions or nonprofit organizations for educational and research activities. Executive Order 12999 (3CFR, 1996 Comp., p.180) requires, to the extent permitted by law and where appropriate, the transfer of computer equipment for use by schools or nonprofit organizations.

Property Disposal Abandonment and Destruction

Property that is unserviceable/obsolete

Submit an AD-112

We sign off and approve request

Applies to all property

Property valued at $500.00 + public notice required when and where property will be disposed of, first come first served can have if interested.

Exclude Federal Employees associated with Property

USDA Financial Metrics

Green status

- Property reconciliation with general ledger accounts is current
- No significant prior month reconciliation activity outstanding
- All items in Property Suspense are current (60 days old or less)
- Property Inventories are current (no more than 2 delinquent inventories)

US Bank Fleet Cards

- ❖ Local Fleet Program Coordinator
- ❖ Gas Card Program & Vehicle Maintenance less than $3000.00
- ❖ Approval for purchases greater than $3000
- ❖ Equipment to include ATV's, Motor Cycles, Boats, Travel Trailers & Chain saws gas equipment
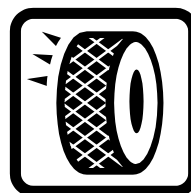- ❖ Aircraft

Fleet Card

LFPC responsibilities

- ❖ Maintain Cardholder/Managing Account Demographics
- ❖ Maintain/update Account Codes
- ❖ Monitor Transactions
- ❖ Report lost/Stolen cards
- ❖ Approval of Maintenance Charges
- ❖ Appropriate
- ❖ Coordinate w/MRPBS for Accident repair and high cost/vehicle value
- ❖ See DR 5400-6 for a complete list

FLEET OVERVIEW

ORDERING PROCESS

- **GSA CONTRACT – AUTOCHOICE**
  - **OCT THRU MARCH**
  - **90 Day Shipment**
  - **Reduced Prices**

- **AD 700**
  - **Options**
  - **Garage Zipcode (Vehicle location)**
  - **Procurement Request # please**
  - **"Brands" HIGHLY discouraged – Require significant justification**

- **EXPRESS BUY**
  - **Justification required**
  - **30 Day Delivery**
  - **Significant Price Increase**

AutoChoice Obligated Funds Acknowledgment

Control No: 14983   **Date Received:** June 07, 2006

The below orders were received by GSA for funds obligation only.The vehicles selected below are closed out for the model year and will not be further processed until you resubmit the orders to GSA after the beginning of the next model year.

Agency Order No	CaseNo	Requisition Number	Std Item	Model	Qty	Obligated Amt	Actual Price $	Consignee Delivery Address	Created By
7003-07	0V6822	12639561 587003	66C	RANGER	1	14,933.86	14,933.86	USDA, APHIS, VS	RNOYES
Color: 1=CX-Dark Shadow Grey									
Options:BL,CRTS,D3,RAD,RH3,RKE,RS									

Note

These requisitions will remain in your AutoChoice Garage for fund obligation.   You will be notified by GSA when the new model year contracts are in place. After you receive this notification, you will be required to re-check the orders for updated pricing as well as the availability of models, options, and colors. You will then need to resubmit your orders to GSA for processing.

MANDATORY REQUIREMENTS

EXECUTIVE ORDER 13423

Strengthening Federal Environmental Energy and Transportation Managements

- **FUEL ECONOMY**

- **LEAST COST**

- **RIGHT VEHICLE FOR THE JOB**

WHAT'S NEW IN FLEET MANAGEMENT

UPDATED VEHICLE MANUAL

    Utilization Criteria

    Who may operate a GOV

    Home to work

New DR 5400-6 from USDA

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WHO MAY OPERATE A GOV

- **MRP Employees with a valid state driver's license that have completed defensive driver's training**

- **Non-Federal employees with a valid state driver's license under the following conditions:**

- **Government cooperators, contractors, and collaborator who conduct official business in support of the MRP mission if they are subject to the direct day to day supervision of a federal employee while engaged in the performance of their duties IAW the contract, grant, or cooperative agreement. (AMS assumes tort liability)**

WHO MAY RIDE IN A GOV

Only persons who are traveling for the benefit of the Government. Their business must be specifically related to the MRP mission. Exceptions on who may ride will be made on a case-by-case basis by supervisors.

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USE OF GOV

Do not use wireless/hands free equipment while driving

Do not store at residence unless authorized

Must have trip insurance for travel to Canada/Mexico

Managing your Fleet

➢ **PLAN 18 MONTHS AHEAD**

➢ **MANAGE YOUR FLEET**

➢ **RIGHT SIZE YOUR FLEET**

➢ **REDUCE YOUR COSTS**

➢ **MAXIMIZE ALTERNATE FUEL VEHICLES**

USEFUL WEBSITES

Access to AutoChoice
      www.autochoice.gsa.gov

Access to E85 fuel stations
      www.e85fuel.com

Access to GSA Lease Vehicle information
      www.gsa.gov
USDA Charge Card Service Center
      http://www.da.usda.gov/procurement/ccsc/

USEFUL WEBSITES

Minneapolis Property website

http://www.aphis.usda.gov/mrpbs/property/html

APHIS Directives

http://www.aphis.usda.gov/library/directives

GSA Excess Property

http://www.gsaxcess.gov

Eight Principles Govern the Management of Personal Property

1. Maximize the return on your investment.
2. Inventory effectively.
3. Minimize the cost of your management systems.
4. Make excess the first source of supply.
5. Maximize reuse.
6. Meet national disposition objectives.
7. Enhance recycling and energy conservation efforts.
8. Ensure property personnel are well trained.

Questions???

THANK

YOU!